



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
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**Substance Abuse Prevention/
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Substance Abuse Prevention
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Outpatient Services:
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**Citizens Advisory Committee Meeting
Tuesday, January 18, 2022
5:00 p.m. – 7:00 p.m.**

<https://us02web.zoom.us/j/84051132149?pwd=a0EvSWQrUXl0Tm9FdUpLTCTvc1RLdz09>

Webinar ID: 840 5113 2149
Passcode: 638362
Phone: 1-253-215-8782

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Jeannie Screws, Chair | 5:00 – 5:05 |
| 2. Review & Approval of November 16, 2021 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda | 5:10 – 5:15 |
| 4. Election of 2022 Officers
Nominating Committee | 5:15 – 5:30 |
| 5. Salish Behavioral Health Administrative Services
Organization Update - Jolene Kron, Deputy Administrator | 5:30 – 6:00 |
| 6. Approval of 2022 Workplan*
Full Committee (Attachment 2) | 6:00 – 6:10 |
| 7. Appoinment of 2022 Sub-Committee Chairs | 6:10 – 6:20 |
| 8. Membership & RFP Committee Assignments | 6:20 – 6:30 |
| 9. Membership Update | 6:30 – 6:40 |
| 10. 2022 CAC Meeting Calendar
Staff (Attachment 3) | 6:40 – 6:45 |
| 11. Community Input
Please limit individual comments to 2 minutes. Written comments may
also be submitted to the Board, if this timeframe is insufficient. | 6:45 – 6:55 |
| 12. Committee Member Check-in | 6:55 – 7:00 |
| 13. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
November 16, 2021**

Jeannie Screws, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the November 16, 2021 Minutes, the following action was taken:

ACTION: Jackie Fojtik moved to approve the November 16, 2021 meeting minutes as presented. Charmaine Scott seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA: NONE

APPOINTMENT OF 2022 NOMINATING COMMITTEE

Jeannie Screws asked for nominating committee volunteers. Advisory Board members who will nominate the Chair and Vice Chair for the 2022 calendar year. Nominations will be voted on by the full committee in January.

Volunteers are;

- Charmaine Scott
- Helen Havens
- Valerie Nau

DECEMBER MEETING SCHEDULE

Gay announced the 2022 Calendar (attachment 2)

- No action items scheduled for December 2021
- Discussion to cancel the December's meeting

ACTION: Alexis Foster moved to cancel the December 21, 2021 meeting. Val Nau seconded the motion. Motion carried.

THIRD QUARTER REPORT

Committee discussed.

Adult Drug Court and Veterans Court provided minimal narrative in the past. They were asked to expand, and they did.

House Bill 1310 and the impacts on currently funded programs were discussed.

- Kitsap Mental Health Services no longer supplying Designated Crisis Responders for Police Department programs

- Designated Crisis Responders cannot work for agencies that are not licensed to hire mental health professionals
- This is currently a statewide challenge
- Unintended consequences to laws passed, legislature will reconvene to address
- Health Care Authority is gathering data across the state and Washington Sherriff and Police departments are lobbying for changes

Sustainability plans addressed. Contractors continue to refer to 1/10th funding as their sustainability plan.

- Possible rewording of the question or asking for expanded descriptions next year

Success stories were inspiring and proof that the system works and makes a difference.

DEBRIEF 2022 REQUEST FOR PROPOSAL PROCESS

Gay encouraged the committee to reflect on the RFP process which they recently finished. The committee reviewed what worked and what could be improved.

- Questions and Answers online worked well, consider continuing this process moving forward
- District and Municipal courts are now handling all drug related cases due to the Blake decision. Deliberation was held on how to balance funding appropriately with these courts performing the bulk of the work. Re-evaluating courts to ensure those impacted by new laws are receiving adequate support
- Strategic Plan calls out the eligibility of district / municipal courts to apply, possible targeted group for encouragement to apply in 2022
- Treatment court set aside allocation
- Review process; 3 year start ups
- More discussion on process changes to be held at the Retreat

COMMUNITY INPUT

Michael Duchemin, introduced himself. Michael has applied for the At-Large District 2 vacant position. As part of the process he attended a meeting. Follow up for next steps will be coordinated by Gay Neal.

COMMITTEE MEMBER CHECK IN

Recognition of Kathleen Cronin's six years of service on the Committee. Gratitude and appreciation was extended to her for the value and insight she brought to the process.

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, January 18, 2022 via Zoom at 5:00 p.m. and ending at 7:00 p.m.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jeannie Screws	Jolene Kron, Salish ASO
Jackie Fojtik	Jenn Collins
Kathleen Cronin	Justin Bergman
Ursula Petters	Michael Duchemin
Kimberly House (EXCUSED)	
Valerie Nau	
Charmaine Scott	
Helen Havens	
Alexis Foster	
STAFF	
Gay Neal	
Hannah Shockley	
Doug Washburn (EXCUSED)	
Sonya Miles (EXCUSED)	



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND
THERAPEUTIC COURT CITIZENS ADVISORY COMMITTEE (CAC)
2022 WORK PLAN**

Meeting Days, Time and Location: Third Tuesday of each month, 5:00 p.m. – 7:00 p.m. at Skookum Contract Services, 4525 Auto Center Way, Bremerton, WA 98312 (Via Zoom as Necessary)

Advisory Group Staff: Gay Neal, Hannah Shockley

Advisory Group Chair:

Citizens Advisory Committee Purpose/Mission Statement:

To serve the interests of the citizens of Kitsap County by advising the Kitsap County Board of Commissioners on how to help prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care in Kitsap County.

2022 Goal	Status	2022 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Advise the Board of Commissioners (BOC) on systemic mental health, substance abuse and therapeutic court issues.	Ongoing	High	<ul style="list-style-type: none"> - Meet monthly to monitor funding, performance and progress on the annual goals. - Provide education to CAC members as requested. - Provide information to the Board of Commissioners (BOC) as requested. - Actively recruit knowledgeable persons for open positions on the CAC. - <u>Coordination:</u> Gay Neal, Executive Sub-Committee, CAC
2. Assess proposals for targeted funding to address the needs outlined in the strategic plan.	Ongoing	High	<ul style="list-style-type: none"> - Convene the Request for Proposal (RFP) Sub-Committee and implement Strategic Planning recommendations. - Develop MOU with Survey Monkey and continue a web-based RFP application process and submission. - Conduct an RFP for mental health, chemical dependency and therapeutic court programs. - Facilitate a Proposers Conference to answer technical questions regarding the RFP process. - Establish recommendations for funding to the BOC. - Present recommendations for funding to the BOC at their regularly scheduled Meeting. - <u>Coordination:</u> Gay Neal, RFP Sub-Committee, CAC

2022 Goal	Status	2022 Priority Level	Comments/Coordination
3. Maintain full membership on the Mental Health, Chemical Dependency and Therapeutic Court funding, programs and activities of the Citizens Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Convene the Membership Sub-Committee. - Actively recruit knowledgeable persons for open positions on the CAC. - Actively seek to increase the racial and ethnic diversity of the committee members. - Conduct interviews with CAC applicants and make recommendations to BOC. - Review Bylaws and update Membership requirements. <p><u>Coordination:</u> Gay Neal, Membership Sub-Committee, CAC</p>
4. Promote awareness of the Mental Health, Chemical Dependency and Therapeutic Court funding, programs and activities of the Citizens Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Develop a calendar of CAC activities and establish communications around each event. - Develop communications brochures, reports, presentations and marketing materials. - Publish a quarterly newsletter and post to website. - Conduct community presentations. <p><u>Coordination:</u> Gay Neal, CAC</p>
5. Develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plan.	Ongoing	High	<ul style="list-style-type: none"> - Maintain a sub-contract with the Kitsap Public Health District for ongoing evaluation and monitoring of tracking shared and participant-specific outputs and outcomes (metrics). - Operate a system to capture shared and participant-specific metric data for monitoring progress over time. In addition, develop and produce data reports. - Use web-based data entry system for the collection of program outputs and outcomes. - Conduct quarterly sub-contractor meetings to monitor spending, performance outcomes and proposed program goals. - Collect and review quarterly sub-contractor performance reports and post on website. - Establish CAC contractor site visit teams. - CAC members meet annually with sub-contractors to review progress on achieving their performance outcomes and program goals. <p><u>Coordination:</u> Gay Neal, CAC, Kitsap Public Health District, sub-contractors, CAC contractor site visit teams</p>

2022 Goal	Status	2022 Priority Level	Comments/Coordination
6. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.	Ongoing	High	<ul style="list-style-type: none"> - Publish a quarterly report on sub-contractor activities, performance on established outcomes and fiscal review. - Post quarterly reports on the website. - Evaluate effectiveness of selected programs annually. - Submit an annual report to the BOC that lists programs funded, amounts allocated and expended, number of individuals served and performance outcomes along with recommended program and/or process changes based on evaluation data. - Promote Citizen Advisory Committee activities and provide information to post on the Kitsap County website at https://spf.kitsapgov.com/hs/Pages/CAC-LANDING.aspx <p>- <u>Coordination:</u> Gay Neal, Hannah Shockley</p>

GOALS ON HOLD			
Goal	Status	Priority	Comments
1. Conduct in person CAC retreat to ensure funding is meeting proposed goals and those of the updated 2021 Kitsap County strategic plan.	On Hold	High	<ul style="list-style-type: none"> - In person retreat not advisable during COVID. - <u>Coordination:</u> Gay Neal, Hannah Shockley, Executive Sub-Committee, CAC

SUBCOMMITTEES 2022 ACTIVITIES:

Executive Subcommittee:

- Establish Executive Committee composed of the Chair, Vice-Chair, Past-Chair and Chairs of each Subcommittee to facilitate leadership for the full Citizens Advisory Committee.

Request for Proposal Subcommittee:

- Conduct the Request for Proposals for mental health, chemical dependency and therapeutic tax programs and make recommendations for funding to the Board of Commissioners. Evaluate and edit the current RFP to reflect the 2021 Strategic Plan.

Membership Subcommittee:

- Develop process for filling open positions on the Citizens Advisory Committee and make recommendations for appointment to the Board of Commissioners.

Mental Health, Chemical Dependency and Therapeutic Court Citizens Advisory Committee (CAC) 2022 CALENDAR

All meetings will be held on the third Tuesday of each month **via Zoom until further notice 5:00 p.m. to 7:00 p.m.**



Tuesday, January 18

Tuesday, February 15

Tuesday, March 15

Tuesday, April 19

Tuesday, May 17

Tuesday, June 21

Tuesday, July 19

Tuesday, August 16

Tuesday, September 20

Tuesday, October 18

Tuesday, November 15

Tuesday, December 20

